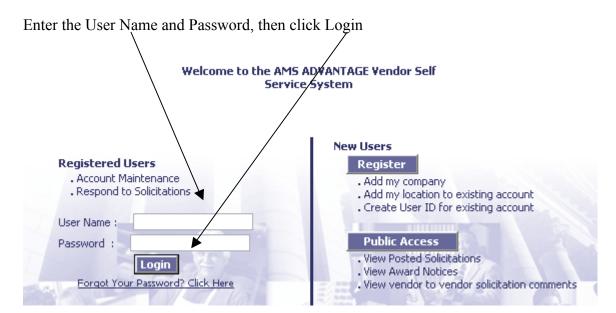
UPDATING AN ACCOUNT



Click on Account Maintenance

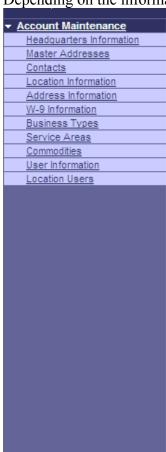
Welcome to the AMS ADVANTAGE Vendor Self Service System

This site is divided into the following areas:

- Business Opportunities Allows you to search the current opportunities available to sell your goods or services to our organization or to buy our
- . My Bids You may view, edit, or check the status of bids you have submitted.
- . Account Maintenance Gives you the opportunity to maintain your account information.
- Forms and Additional Information Provides Department Listings, Bulletin Board View, and Forms that are available for view and download onling
- Catalog Search Search available eProcurement Catalogs.

The links at the top will allow you to move between the main areas of our system.

Depending on the information to be updated, click on the applicable field below.



Account Maintenance

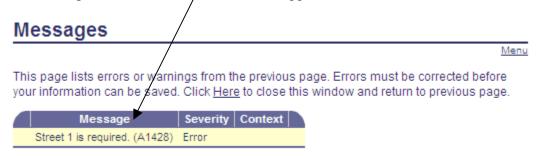
This section will allow you to maintain the information about your account. Plea.

- . Headquarters Information This section allows you to view and ed
- . Master Addresses This section allows you to view and edit street as
- . Contacts This section allows you to view and edit contact information.
- <u>Location Information</u> This section allows you to view and edit more
- Address Information This section allows you to view and edit which address, as well as indicate additional notes and information. Street Add
- . W-9 Information This section allows you to view and edit information
- . Business Types This section allows you to view and edit the busines
- <u>Service Areas</u> This section allows you to view and edit the geograph
- <u>Commodities</u> This section allows you to view and edit the commoditie
- <u>User Information</u> This section allows you to view and edit your VSS I
- . Location Users This section allows you to view and edit the list of us

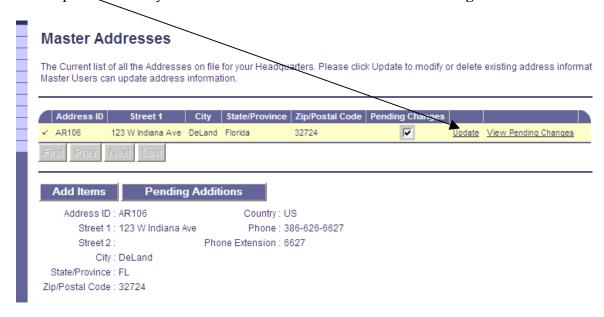
NOTE: Each time you save the information, the system will check for errors. If there were errors with the information provided, you will see the below message. Click here to view the messages.



The error message is shown here. You would need to click on each item relating to the error message, then save the information as applicable.



Click update to modify the address information. Be sure to save changes.



Enter the information as applicable, then click Saye Changes. Note: Please keep in mind that all changes made to an existing address will not update all your locations that use this Address ID. Prior updates that have not yet been approved are displayed in this view.

Update Master Addresses Edit the values below and click Save Changes to save your changes. A red star denotes a required field. When creating a new entry, if the Addre empty, a new Address ID will be generated and assigned to you. Please keep in mind that all changes made to an existing address will not upon locations that use this Address ID Prior updates that have not yet been approved are displayed in this view. Save Changes Cancel Address ID: AR106 Country: United States *Street 1: 125 East Indiana Avenue

Phone Extension:

Phone: 386-626-6627

Format XXX-XXX-XXXX

Zip/Postal Code: 32724 To change Contact Information, click on the Contacts field



Street 2

*State/Province : Florida

*City: DeLand

Click on Update to change the contact information. Note: Only Headquarter Master Users may update the contact information. **Be sure to save changes.**



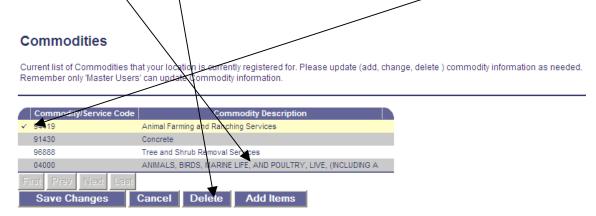
To change/add/delete Commodity information, click on Commodities



A list of current commodities will be listed. Click on update to add or delete commodities.

The current list of Commodities that your location offers. Click on Update to delete or add Commodities Commodity/Service Code Commodity Description Pending Changes ✓ 94419 Animal Farming and Ranching Services □ 04000 ANIMALS, BIRDS, MARINE LIFE, AND POULTRY, LIVE, (INCLUDING A First Prev New Last Update Pending Additions

Click on Add Items to insert another commodity. If you need to delete an existing commodity, highlight the commodity description (it will show a check mark once selected), then click Delete. **Be sure to save any changes made**.



As applicable, click on each of the areas below to update your account. **Be sure to save any changes made** after making any updates or changes to your account!

